



Alaska Office Building 2006 Cleaning Schedule

Item	Cleaning Requirements	Scheduled Cleaning Dates
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D Monthly

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| 1 | Strip and wax stairs, landings, and main street entrance landing | 4th week of every month |
| 2 | Wash all stairwell interior glass, thoroughly clean window sills, covebase kick plates, radiator covers, metal treads, door plates. Wipe dry | 4th week of every month |

E Semi-Annual Services

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|---|--|-------------------|------------------|
| 1 | Dust or vacuum window coverings, overhead pipes, molding over 6 ft | 2nd week of April | 2nd week of Oct. |
| 2 | Remove and wash light defusers. Clean fixture interior | 2nd week of April | 2nd week of Oct. |
| 3 | Wash trash cans | 2nd week of April | 2nd week of Oct. |
| 4 | Wash doorframes and walls in public hallways and stairwells. Wash stairwell railings. Damp wipe baseboard & trim | 2nd week of April | 2nd week of Oct. |
| 5 | Strip, wax and buff hard floors | 2nd week of April | 2nd week of Oct. |
| 6 | Dust ventilation grills and diffusers | 2nd week of April | 2nd week of Oct. |

F Carpet shampoo

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| 1 | Shampoo high traffic areas | As Directed by Project Manager |
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G Carpet shampoo

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| 1 | Shampoo remainder of building | As Directed by Project Manager |
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